OFFICE OF FINANCIAL MANAGEMENT

ACCOUNTING DIVISION

Agency Financial Reporting System

Project Control Table (PC)

Screen TM.5

August 2005

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What is the Project Control Table?

The Project Control Table (PC) is a non-financial file in AFRS that allows an agency to establish and account for Projects as single entities <u>across biennial fiscal periods</u>. **This is the only coding element in AFRS that accumulates revenues, expenditures and FTE's across biennia.**

> *Use of projects is optional for agencies. While the main feature of project codes is that they track activities that occur in more than one biennium, agencies may choose to use project codes to account for activities that need to be monitored regardless of whether or not they cross biennia. The Project is an additional coding element in AFRS that can be used when the activity to be monitored does not fit within the agency Program or Organization structures.*

Each record on the PC Table is made up of a control key and informational elements.

The **<u>control key</u>** uniquely identifies each PC record and consists of:

- Agency
- Project
- Sub-Project
- Project Phase

The **<u>informational elements</u>** segment of the PC Table provides additional information about the Project including the following:

- Start and end dates
- Federal catalog number and federal agency
- Project type
- Sub-grantee
- Indirect cost allocation and reimbursement data (not currently used)
- Posting level and control indicators

> ## *NOTE:*
> *Since the Project Control Table is not biennialized, a project code may <u>not</u> be used to identify two separate entities during the six-month overlap between bienniums.*
>
> *When a project is completed and the final project reports have been received, an agency should use the Project Purge Process (on Screen TM.P) to delete old project codes from the tables & files. After the project purge process has been completed, old project codes may be reused for a different purpose.*

Project Posting and Reporting Options

Option	Selected By
1. Budget Variance (Includes allotments, expenditures, encumbrances, revenues, FTE's)	a. Adding project descriptor tables b. Adding project control table c. Posting transactions using project codes d. Inputting allotments with project codes e. Ordering project reports through Report Request, On-Demand Reporting, or Enterprise Reporting
2. Budget Variance **AND** General Ledger/Financial Statement	a. **Contacting OFM to complete advance planning necessary for this option** b. Adding project descriptor tables c. Adding project control table **with a General Ledger Project Indicator of 1** d. Posting transactions using project codes e. Inputting allotments with project codes f. Ordering project reports through Report Request, On-Demand Reporting, or Enterprise Reporting g. **Sending OFM a memo requesting financial statements be run at project level**

Project Control Table Maintenance

The **Project Control Maintenance** screen (TM.5) allows an agency to view, update and print copies of its project control table.

To access the **Project Control Maintenance** screen (TM.5):

Type *TM* on the **AFRS Primary Menu;**
Select *5* on the **Table Maintenance Menu.**

-- OR --

From other AFRS screens, type *TM.5* in the transfer field **TR:_____** and press [Enter].

The following screen will display:

```
=== AFRS =(TM.5)======== PROJECT CONTROL MAINTENANCE ============= C105P120 ===
 TR: _____                        LAST UPDATE:


        FUNCTION: _   (A=ADD, C=CHANGE, D=DELETE, V=VIEW, N=NEXT, P=PRINT)


          AGENCY: 9990   PROJECT: ____   SUB-PROJECT: 00   PROJ PHASE: 00

           TITLE: _____

                  MMDDYY                    MMDDYY
      START DATE: _____        END DATE: _____    FEDERAL CATALOG: _____
  FEDERAL AGENCY: ____      PROJECT TYPE: _              SUB-GRANTEE: ____
   INDIRECT RATE: ___     INDIRECT LIMIT: _____         REIMB METHOD: _
  OBJ POST LEVEL: _       REV POST LEVEL: _            GL PROJ LEVEL: _
   APPN CTL TYPE: _        CASH CTL TYPE: _




                 PF3=RETURN, PF12=MESSAGE, CLEAR=EXIT
```

Functions: The function codes are as follows:

A = Add a new PC Table record. Refer to Field Names section below for information about each field on this screen.

NOTE: Before adding a PC Table record, titles must be loaded in the descriptor tables for the data elements listed below:

> **D41   Project Type (Statewide Table maintained by OFM)**
> **D42   Project**
> **D43   Sub-Project (if used)**
> **D44   Project Phase (if used))**
> **D46   Federal Catalog (if used)**
> **D47   Federal Agency (if used)**

V = View an existing PC record. Requires:
- Project
- Sub-Project (*must be zero-filled if not used*)
- Project Phase (*must be zero-filled if not used*)

N = Display the **N**ext PC record.

P = Print an alphanumeric listing of PC records.

Upon pressing [Enter], a **Batch Job Submission** screen will display. Change the default values as needed, and press [Enter] to submit the batch job. Refer to the **Batch Job Submission** screen document for instructions.

C = Change any field on a PC record *except* Project, Sub-Project and Project Phase which are part of the record key. You must view the record before changing it. Change the function to **C**, change the fields to be updated and press [Enter].

CAUTION: If a PC record has been used on an encumbrance transaction, changing Project Type, Object Posting Level or GL Project Level will cause the encumbrance liquidation transaction to be in error because it will not match the encumbrance information on the document file.

D = Delete a PC record. You must view the record before deleting it. Change the function to **D** and press [Enter]. To delete the table record, press [Enter] a second time.

> ### NOTE:
> **The delete function removes the project control record. It does <u>not</u> remove the entries from the descriptor tables D42, D43 & D44, and it does <u>not</u> remove the data that may have posted to your agency's master files.**
>
> **There is a separate PURGE function that removes the data from the project files and provides the option of deleting all table records. This PURGE function is located on the Table Maintenance Menu (TM), function P (Project Purge Maintenance). Refer to separate Project Purge user manual.**

Field Names:

- *Project* – (required) a four-character alphanumeric code that uniquely identifies each individual project on an agency's file. This may be a Capital Project, Federal Grant or a Special Operating Project. Each agency should establish only those Projects that require separate accountability and special reporting.

- *Sub-Project* – (optional) a two-character alphanumeric code that identifies a further division within a Project. This field should only be used when additional levels of information within a Project are required. If this field is *not* used, it must be '00'.

- *Project Phase* – (optional) a two-character alphanumeric code that identifies a further division within a Sub-Project. This field should only be used when additional levels of information within a Sub-Project are required. If this field is *not* used, it must be '00'.

- *Title* – (required) an alphanumeric field, 1-40 characters, that assigns an English description to each Project Control code. The number of characters that print on the reports varies by report, so abbreviation is suggested.

- *Start Date* – (required) the effective project start date or the grant beginning entitlement period. The date format is month, day, year (MMDDYY).

- *End Date* – (required) the effective project ending date or the grant ending entitlement period. The date format is month, day, year (MMDDYY).

  > *NOTE: Agencies <u>may</u> edit their input transactions against the Start and End Dates by using the Fund Related Error section in the Organization Control Table (TM.7). If field #57 in the Fund-Related Severity Indicator section is coded with a W (Warning) or F (Fatal), the document date on an input transaction must be within the Start and End Dates. If field #57 is coded with an I (Ignore), there is no date edit for transaction input.*

- *Federal Catalog* – (required if project type = 1 – Federal Grants) a nine-digit numeric field that contains the state's Federal Domestic Catalog number.

- *Federal Agency* – (required if project type = 1 - Federal Grants) a four-digit numeric field that contains the code that identifies the particular federal agency from which the grant funds are received.

- *Project Type* – (required) a one-digit numeric field that identifies the specific type of Project. This may be a Grant or Capital Project or other type of Project as defined by the agency. This field is **required**. The valid Project Type codes are as follows:

  0   =   Agency Operating Project

<pre>
1   =   Federal Grants
2   =   Capital Projects
3 - 7 =   Agency Operating Project
9   =   Interagency Reimbursement
</pre>

(*Note: there are some special project types established for use by the WA State Lottery Commission. These codes are not listed above as they are not for general usage.*)

- *Sub-Grantee** – (optional) a four-digit alphanumeric informational field that contains the code used to identify a particular entity that is the recipient of a pass-through grant. This could be another agency or a city or a county.

- *Indirect Rate** – (optional) a three-digit numeric field that is for informational purposes only and identifies the indirect rate of reimbursement of overhead for each grant. If this field is used, the Indirect Limit and Reimbursement Method (see below) must also be entered.

- *Indirect Limit** – (optional, unless the Indirect Rate field is used) a six-digit numeric field that is for informational purposes only and is used to identify the maximum amount of indirect overhead reimbursement associated with a particular Project or Grant. The limit must be greater than zero.

- *Reimbursement Method** – (optional, unless the Indirect Rate field is used) a one-digit field that identifies the type of reimbursement. The valid Reimbursement Method codes are as follows:

<pre>
0   =   Advance by Letter of Credit
1   =   Actual Cost Reimbursement
2   =   Advance by Treasurer Check
3   =   Quarterly Billing
4 - 9 =   Agency Defined
</pre>

> *** NOTE:**
> **The 4 fields listed above have no functionality in the AFRS system.**
> **They are informational only.**

- *Object Posting Level* – (required) a one-digit numeric field that identifies the level of object detail to be used for posting and controlling project expenditures on the Project and Grant Project Files. The valid Object Posting Level codes are as follows:

<pre>
0 = No Project Object control (**Recommended by OFM**)
1 = Object level control (*not used*)
2 = Sub-Object level control (*not used*)
</pre>

- *Revenue Posting Level Indicator* – (required) a one-digit numeric field that identifies the level of revenue detail to be used for posting and controlling project revenues on the Project and Grant Project Files. The valid Revenue Posting Level Indicator codes are as follows:

  0 = No Project revenue control **(Recommended by OFM)**
  1 = Control by Major Group (*not used*)
  2 = Control by Major Source (*not used*)

- *General Ledger Project Level* – (required) a one-digit numeric field that is used to determine if a separate General Ledger should be maintained for the Project. The valid General Ledger Project Level codes are as follows:

  0 = Do NOT maintain a separate general ledger for the Project
      (Recommended by OFM for most situations)

  1 = Maintain a separate general ledger for the Project **(Use of this code requires advance planning. Contact OFM before using.)**

- *Appropriation Control Type* – (required) a one-digit numeric field that is used to define whether or not appropriation control is to be maintained at the Project level. The valid Appropriation Control Type codes are as follows:

  0 = No Project Appropriation control **(Recommended by OFM)**
  1 = Absolute Project Appropriation control (*not used*)
  2 = Advisory Project Appropriation control (*not used*)

- *Cash Control Type* – (required) a one-digit numeric field that indicates whether or not cash control is maintained for the Project. The valid Cash Control Type codes are as follows:

  0 = No Project Cash Control **(Recommended by OFM)**
  1 = Project Cash Control (*not used*)
  2 = Advisory Project Cash Control (*not used*)